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IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF YUMA

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(No. 97-10
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It appearing to the Court that Steve Gallaher, Superior Court Administrator, has recommended that Patricia Sanchez be reclassified as Case Coordinator, from Grade 14 to Grade 16, Step 1, of the Yuma County Judicial Merit System, and the Court finding no reason why such recommendation should not be approved.

IT IS NOW ORDERED, that Patricia Sanchez is hereby reclassified to Grade 16, Step 1 of the Yuma County Judicial Merit System, effective the pay period of February 24, 1997.

Done in Open Court this day of February, 1997.

Presiding Judge

SUPERIOR COURT STATE OF ARIZONA

H. STEWART BRADSHAW PRESIDING JUDGE

YUMA COUNTY, ARIZONA

STEVEN C. GALLAHER SUPERIOR COURT ADMINISTRATOR

MEMORANDUM

DATE:

February 14, 1997

TO:

H. Stewart Bradshaw

Presiding Judge

FROM:

Steve Gallaher

Court Administrator

SUBJECT:

Reclass of Pretrial Services Case Coordinator Position

I am proposing, for your consideration, a request to reclassify Patricia Sanchez's position. For your review, I have attached her current job description with her proposed one. The differences are in bold.

Judge, this position was probably classified improperly from the beginning. Even though the job duties have changed, the position has always included duties more typical of a field officer: jail interviews, office interviews, assistance with field contacts, phone interviews, court appearances, etc. No other support staff in any probation department provides such services to clients, yet the salary for the position does not reflect such job duties. I would propose reclassifying the position to a pay grade 16, which will provide compensation more closely tied to actual duties. Imelda has calculated that the cost to the general fund will be \$208.84 through June 30, 1997, and \$939.13 FY 97/98.

Because of staff turnover, we have substantial salary savings in pretrial. The cost is minimal. I look forward to discussing this further with you, if you desire.

Approved	A
Disapprove	ed

PRE-TRIAL SERVICES CASE COORDINATOR

GENERAL SUMMARY:

Under the general supervision of the court administrator and direct supervision of the Pretrial Services Supervisor, performs work of moderate difficulty in maintaining office records and interacting with clients; conducts social history interviews and verification of information; client contact includes telephone, office check-ins, and interviewing of defendants; attends hearings and provides reports to judicial officers regarding release recommendations and conditions; serves as the System Security Officer for Pretrial Services, performs clerical duties and provides administrative support to the Pretrial Services Supervisor; generally assists officers with various related duties; other duties as assigned.

EXAMPLES OF WORK:

Performs client oriented functions of moderate difficulty; Creates and maintain office files and maintains the filing system; Performs receptionist duties which include greeting the public, answering the phone in an expedient and courteous manner, disseminates phone calls to appropriate staff, assists all visitors by answering their questions and notifies staff of visitors; Interacts with clients during interviews, by telephone, during office check-ins, in the field and documents those contacts; Interview criminal defendant's and verifies information by contacting family members, employer's, victims and researching criminal histories; Attend initial appearance hearings and provides reports to judicial officer's for judicial review of defendants release recommendations; Releases pretrial defendant's from the detention facility and insures conditions of release are instructed and understood by defendant's. Assists officer's in their case management by monitoring defendant's adherence to conditions of release, notifies officer's of changes in client's court schedule; Identifies case assignments to Pretrial officers based on geographical area; Serve as the System Security Officer for Pretrial Services to coordinate and administer

certification test to pretrial personnel, provides and ensure that all ACJIS/NCIC Manuals are updated and new information is received and disseminated to agency personnel; Enters case data into computer system and prepare reports from the data as required; Develops community resources for pretrial client's and maintains and updated resource manual; Maintains and completes reports that reflect case count, monthly activities and other statistical data; Collects urine specimens for drug/alcohol testing of defendants; Responsible for purchasing and maintaining all office related equipment and supplies for Pretrial Services and performs clerical duties and administrative support to the Pretrial Services Supervisor: Other tasks as assigned.

WORKING KNOWLEDGE OF:

Basic office skills; work processing; the court system and processes; principles and practices of Pretrial Services.

ABILITY TO:

Interview criminal defendant's who may have substance abuse problems, poor social skills or hostility; maintains legible notes, questions family members, employers and others as appropriate to verify and document information provided; follow verbal and written instructions; coordinate multiple requirements and tasks; work with several pretrail officers simultaneously to support their activities; maintain strict confidentiality; maintain effective working relationship with the pretrial services supervisor, pretrial services officers, the public and other agencies; work flexible hours including evenings, weekends and holidays when required.

EXPERIENCE & EDUCATION:

One (1) year of general clerical experience; one (1) year of direct or indirect experience in case management or provision of services to clients; or any combination of education training, or experience which demonstrates the ability to perform the duties of the position; bilingual preferred (English-Spanish).